

Name of Person Filing Paper: _____
Your Address: _____
Your City, State, Zip Code: _____
Your Telephone Number: _____

Case No. PB _____

INSTRUCTIONS AND REQUEST FOR A HEARING DATE GUARDIANSHIP/CONSERVATORSHIP OF A MINOR

1. **Court Location:** There are 3 locations of the Superior Court in Maricopa County: Downtown Phoenix, Southeast Court Facility (Mesa) and Northwest Court Facility (Surprise). The Southeast Court is only for persons who live in Mesa, Tempe, Gilbert and Apache Junction to the southern border of the Salt River, but not Scottsdale. You may file your papers at any Superior Court location, but your hearing will be held at the downtown Phoenix location. Each location also has Court Administration.

PHOENIX: Probate Court Administration (602) 506-3668
Old Courthouse, 1st Floor, 125 West Washington, Phoenix, AZ 85003-2205

MESA: Probate Court Administration (602) 506-2117
222 East Javelina Drive, 2nd Floor, Suite 2100, Mesa, AZ 85210-6201

SURPRISE: Northwest Court Facility (602) 372-9402
14264 West Tierra Buena Lane, Surprise, AZ 85374

2. **Court Documents:** After you file your forms with the Clerk's Office at the Court, take the following documents to Probate Court Administration at one of the addresses shown above:
- One copy of the **Petition for Permanent Appointment** stamped by the Clerk, AND
 - One copy off the **Affidavit of Person to be Appointed** stamped by the Clerk, AND
 - One copy of the **Consent of Parent to Guardianship/Conservatorship of a Minor** (if applicable), stamped by the Clerk, AND
 - The original of the **Request for Hearing**, AND
 - If required, a **Fingerprint Card** and a certified check or money order for \$24 made payable to Maricopa County Treasurer.

3. **Hearing Date and Time and Assignment of Judicial Officer:** Court Administration will set a hearing date and time and check the box of the judicial officer from the list below who will hear this matter.

HEARING DATE AND TIME: _____, at _____ a.m./ p.m.

HEARING ADDRESS:

☐ Judge Barbara Mundell
Old Courthouse
125 West Washington
Phoenix, AZ 85003-2205

☐ Commissioner Nancy K. Lewis
Old Courthouse
125 West Washington
Phoenix, AZ 85003-2205

☐ Commissioner Jane Bayham-Lesselyong
Old Courthouse
125 West Washington
Phoenix, AZ 85003-2205

☐ Commissioner Edward W. Bassett
Old Courthouse
125 West Washington
Phoenix, AZ 85003-2205

4. **Notice of Hearing.** Court Administration will return this form to you after setting the date, time and place of your hearing. **Use this form to complete the NOTICE OF HEARING form, if necessary.**